

## **PRESIDENTIAL DIRECTIVE NO. 10-01**

Control of Communications, Contacts and Correspondence Between the Republic of Palau and Foreign Governments and International Bodies and Organizations; and Control of Republic of Palau Diplomatic Personnel at Posts Outside of the Republic.

### **I. PURPOSE.**

The purpose of this Administrative Directive is to amend, supplement and reaffirm previous Administrative Directives establishing uniform procedures and controls for the authorization and processing of oral and written communications, contacts and correspondence between the Republic of Palau and foreign governments and other international bodies and organizations; and to establish controls over of Republic of Palau diplomatic personnel at posts outside of the Republic.

### **II. POLICIES.**

Sound management practice dictates that all oral and written communications, contacts and correspondence (hereafter collectively referred to as “correspondence”) with foreign governments and other international bodies and organizations must be authorized, recorded and timely communicated directly to the President and other appropriate Republic of Palau officials. It is the policy of the Government of the Republic of Palau to record and process all correspondence, internal as well as external, incoming and outgoing, as expeditiously as possible, consistent with the goal and necessity of informing the President and other appropriate officials of the same as soon as possible. Related to the control of the flow of correspondence with foreign governments and other international bodies is the necessity that Republic of Palau diplomatic posts outside of the Republic be manned at all times unless allowed by the President for good cause. Therefore, the following procedures are established to delineate responsibilities and processes in relation to the foregoing.

### **III. PROCEDURES REGARDING CORRESPONDENCE.**

- A. All correspondence with foreign governments or international bodies shall be authorized in advance by the President or his designee. It is particularly important that no person shall commit the Republic of Palau to any obligations, arrangement or understanding with a foreign government, international body or any entity without the President’s prior knowledge and written approval.

- B. All correspondence with foreign governments or international bodies shall be promptly recorded (preferably in a logbook) by the person initiating or receiving the same, and immediately communicated to the President, to appropriate Republic of Palau officials, and to the Ambassador or Charge d’Affaires of the country involved. If such correspondence is in writing, the person initiating or receiving the same shall promptly provide a copy of such to the foregoing persons. All such correspondence received by the Office of the President shall be recorded in the President’s correspondence log and then forwarded to appropriate Republic of Palau officials for action with a copy to the Ambassador and Charge d’Affaires of the country involved.
- C. Unless waived or otherwise instructed by the President, all correspondence from the Government of the Republic of Palau addressed to foreign governments and to other international bodies and organizations shall be drafted for the signature of the President, or for the Vice President’s signature in the absence of the President. Follow-up correspondence about matters previously cleared by the President may be drafted for the signature by the appropriate Republic of Palau official after review by the President.
- D. The Minister of State shall insure that the President and all necessary and appropriate ministries and agencies, both within and outside the government, are informed in a timely manner about correspondence between the Government of the Republic of Palau and foreign governments and other international bodies and organizations. Where prior consent or concurrences are required from a ministry or agency of the Republic of Palau before foreign contacts may be established, the Minister of State shall provide the required coordination and liaison with the appropriate ministry or agency.

IV. PROCEDURES REGARDING DIPLOMATIC PERSONNEL.

No Ambassador or Charge d’Affaires shall leave the country where he or she is posted without first advising the President and obtaining the President’s written approval. In the case of a Charge d’Affaires, prior to seeking the approval of the President, the Ambassador of the country, resident or non-resident, must first be consulted.

V. REPEAL OF PRIOR DIRECTIVES.

Administrative Directive No. 31-86 is hereby repealed.

SO ORDERED AND DIRECTED this 16<sup>th</sup> day of February, 2010.

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/s/  
Johnson Toribiong